



**MANAGEMENT AND MAINTENANCE OF  
NON-NUCLEAR MUNITIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, 13 January 2003** is supplemented as follows: It clarifies Munitions Flight organization structure and responsibilities and provides inspection, storage, maintenance, and accountability procedures specific to AMC. It establishes major command (MAJCOM) policy and implements command options for Munitions Flight responsibilities. It applies to all Air Mobility Command (AMC), AMC-gained Air Force Reserve Command (AFRC) units upon mobilization and Air National Guard (ANG) munitions activities upon federalization and munitions using organizations supported by AMC. Affected units have 120 days from the date of this publication to implement this instruction or submit waivers or deviations to the criteria. **Recommendation for Change of Publication**, through channels, to HQ AMC/LGMJM, 402 Scott Dr, Unit 2A2, Scott AFB IL. 62225-5308.

**1.2. AMC munitions support capabilities are divided into stateside Munitions Flights and overseas Air Mobility Operations Group (AMOG) Theater Munitions Support Sections.**

1.2.1.1. (Added) Munitions Flights will organize into Materiel and Systems Sections with each section supervised by at least a 7-level Staff Sergeant. For ANG units, at least a 5-level will be assigned. If mission dictates and manning permits, a Production Section may be established to cover the responsibilities of the Munitions Support Equipment Maintenance Element and/or Conventional Munitions Maintenance Element. Due to limited manning, the Munitions Flight Chief may delegate and/or realign the responsibilities of the Munitions Control Element to other elements as needed to ensure the efficient function of the flight.

1.2.1.2. (Added) Overseas AMOG Theater Munitions Support Sections located at Ramstein AB and Hickam AFB are functionally aligned as required by the applicable AMOG Commander. They provide munitions expertise to the group, the theater En routes and work as liaison between HQ AMC Munitions Staff and host theater munitions staffs.

2.2.4. HQ AMC/LGMJM has sole authority to implement major command (MAJCOM) options permitted by United States Air Force (USAF) directives pertaining to conventional munitions. Command options that are not listed in this supplement may not be implemented without approval. Units must request approval through local command channels to HQ AMC/LGMJM IAW paragraph 1.1.2.

2.2.10. HQ AMC/LGMJM personnel perform staff field visits under the Logistics Standardization and Evaluation Program (LSEP). The program's focus includes, but is not limited to: munitions safety, serviceability, accountability, equipment maintenance, munitions storage, and security. Visits are normally conducted every 18 months. Teams normally consist of one HQ Munitions Staff member and an (2W071) augmentee from another AMC base.

2.2.10.1. LSEP checklists are available through the HQ AMC/LG web page and Unit Compliance Inspection (UCI) Inspector General checklists are available on the HQ AMC/IG web page. Both checklists are designed to complement each other and provide an in-depth evaluation of the unit's compliance with Air Force and MAJCOM standards.

2.2.11.1. Munitions quality assurance evaluators (QAE) will use the command checklists to determine the minimum surveillance requirements for all munitions contract operations regardless of alignment or contract type.

2.2.11.2. Munitions QAEs will be at least a TSgt, civilian equivalent or higher, and meet all the requirements of AFI 63-124, *Performance-Based Service Contracts*. It is preferable to utilize personnel in Air Force specialty code (AFSC) 2W0X1 or civilian equivalent with munitions maintenance and accountability experience to surveil contracted munitions activities; however, this may not always be possible or practical. When QAEs in other AFSCs or those who have no munitions experience are utilized, they must obtain sufficient qualification in munitions system procedures prior to surveilling munitions activities. Appointed individuals with little or no experience should attend the Conventional Munitions Accountability course (J3AZR2W051 004). Qualification in munitions safety, security, inspection, and accountability is required, and can be obtained either locally or by contacting HQ AMC/LGMJM to arrange training at unit expense.

2.2.11.3. (Added) Munitions QAEs may be assigned as the base Munitions Accountable System Officer (MASO) and must meet appointment requirements of AFI 23-111, *Management of Government Property in Possession of the Air Force*, or submit wavier request for deviations in AFSC or experience requirements to HQ AMC/LGMJM.

2.7.4.6. HQ AMC/LGMJM will provide units and Munitions Users Functional Managers (MUFM) written instructions on munitions forecast procedures prior to the forecast cycle each year.

2.7.4.13. All reusable empty containers and packaging materials will be maintained, marked as empty, identified with supply point account number, stored, and accounted for by the supply point custodian for all munitions assets until assets have been expended or permanently installed. Munitions residue and excess packaging/empty containers can be turned in directly to the Defense Reutilization Management Office (DRMO) by organizations that have personnel authorized IAW TO 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives*.

**2.8. These responsibilities apply to all squadron commanders who command a munitions activity regardless of functional alignment.**

2.8.1.1. Requests must comply with the requirements outlined in paragraph 1.1.2. Include justification and timeframe the deviation is needed.

2.8.11. Review agreements annually and document.

2.8.11.1. (Added) Forwarded supportability concerns to HQ AMC/LGMJM.

2.8.11.2. (Added) Forwarded new agreements involving munitions personnel or facilities to HQ AMC/LGMJM for review.

2.8.14. (Added) Ensure contract and civil service munitions functions have a viable in-house QA program performed by a qualified individual. Refer to paragraph 2.2.11.

2.9.1.4. Appoint qualified individuals IAW T.O. 11A-1-60 for empty container and munitions residue certification.

2.9.1.7.5. Ensure out-processing checklist includes the requirement for certified munitions inspectors to clear CAS and Munitions Operations sections. All delinquent documents must be turned-in before clearing individuals.

2.9.1.9.1. (Added) AMC munitions CMP will include in place capability to recover and resupply munitions to all MAF aircraft.

2.9.1.9.2. (Added) AMC munitions CMP will include capability to bed down at any MAF en route facility, hub location, or spoke location (to include commercial airports) to recover and re-supply munitions to all MAF aircraft. Units should coordinate their CMP involving en route location(s) with the theater munitions support section, as applicable.

2.9.1.13. AMC munitions flights will coordinate with local transportation personnel and develop procedures to receive and store ISO containers.

2.9.1.16.2. Mobility/contingency equipment and personnel or training shortfalls adversely affecting the ability to meet DOC/MISCAP requirements will be reported in Status of Resources & Training Systems (SORTS).

2.9.1.16.3. Requests must comply with the requirements outlined in paragraph 1.1.2.

2.9.1.16.4. All 2W0 personnel working outside the MSA, not in wartime critical tasks, will be recalled to ensure adequate manning is available to fulfill contingency UTCs and taskings. These personnel must remain qualified in wartime tasks.

2.9.1.16.4.1. (Added) Munitions personnel assigned outside the MSA will be sourced to fill munitions flight taskings prior to wing shortfall.

2.9.1.16.5. (Added) Include infrastructure shortfalls preventing the storage of all assigned/required munitions assets.

2.9.1.27.1. (Added) See AFMAN 91-201, *Explosives Safety Standards*, prior to agreeing to store non-US/NATO explosives. Technical data on these non-DOD materials must be provided by the owning organization prior to storage.

2.9.1.28. HQ AMC/LGMJM will provide the specific format.

2.9.1.29. HQ AMC/LGMJM will provide the specific format. This report will be combined with the 9901, Munitions Capability Report.

2.9.1.29.1. (Added) AMC units will include this in the quarterly Munitions Capability Report.

2.9.2.3. AMC munitions units with Defensives Systems (DS) support UTCs will include in their CMTTP all countermeasure munitions and load configurations utilized on MAF aircraft.

2.9.3.4.4. Transporting as used in this paragraph, is moving assets beyond the immediate work area. Loading or re-warehousing operations within the same facility or area of operation is not considered a transport operation. It is considered a handling operation.

2.9.3.4.5. Notify HQ AMC/LGMJM within 24 hours or the next duty day.

2.9.3.4.6. A positive documented control of explosives site plans and the explosives sited data between the Flight Chief and the Weapons Safety Manager will satisfy this requirement. A documented annual review between the Flight Chief and WSM will ensure explosives limits are valid for the operations to be performed and that all posted limits are correct. The WSM must report all changes that affect NEW within the MSA to the Flight Chief in writing.

2.9.3.16. The munitions flight chief will recommend an individual to maintenance supervision to serve as a QA augmentee for the munitions area IAW AFI 21-101, *Aerospace Equipment Maintenance Management*, paragraph 10-4.

2.9.3.26. (Added) Develop and submit the unit's Program Element Code (PEC) 28030 budget forecast the HQ AMC/LGMJM IAW AFI 21-201, Chapter 33.

2.9.3.27. (Added) Notify servicing EOD flight when new munitions (those not previously stored on base) are received.

2.9.3.28. (Added) Ensure semi-annual self-assessment is accomplished using the MAJCOM and any locally developed checklists. This may be performed all at once or incrementally, as long as the entire checklist is completed every six months.

2.10.6. Use the HQ AMC/LGMJM developed checklist in addition to any locally developed checklists to perform this review. Document reviews on a Memorandum for Record (MFR) and brief the Squadron Commander on the results. The MASO and Munitions Flight Chief sign the MFR and file it in the Document Control File for 12 months beyond the current review.

2.10.11. HQ AMC/LGMJM will provide units written instructions on munitions forecast procedures before the forecast cycle.

2.10.12. Send AF Form 1996, **Adjusted Stock Level**, to HQ AMC/LGMJM.

2.10.23. Paperwork transactions will only be used at the discretion of the MASO and will NEVER be used to adjust accountable records. Actions describing the circumstances and need for the paperwork transaction must be accomplished prior to processing, and retained as supporting documentation.

2.10.24. (Added) MASOs are responsible for providing HQ AMC/LGMJM with an electronic copy (Excel Spreadsheet) of the current IS503A, Organizational Records Listing, quarterly or as significant changes occur. Submit this document at the same time as the **HAF-ILM (Q)-9901, MUNITIONS CAPABILITY REPORT**.

2.11. **AMOG Theater Munitions Support Sections are responsible for all munitions issues in their assigned theater (PACAF/USAFE) and work closely with HQ AMC Munitions Functional Managers to ensure command munitions policy is implemented and followed.** Assigned Munitions personnel will be knowledgeable of all AMC aircraft DS munitions, munitions accountability procedures, explo-

sive safety and munitions logistic planning to include support agreement procedures. They are responsible for assisting En Route locations establish Memorandum of Agreements (MOA), Memorandum of Understanding (MOU) or Inter-Service Support Agreements (ISSA) to cover AMC munitions operations. They will develop a Group OI to cover, as a minimum, DS operations, explosive safety and munitions security procedures in the theater. In addition, they will assist CONUS Munitions Flights with deployment planning/support.

2.11.25. (Added) All MOAs, MOUs and ISSAs will be reviewed by HQ AMC/LGMJM and should contain, as a minimum the following areas:

2.11.25.1. (Added) Normal day-to-day support to include munitions assembly support, flight line delivery and temp storage for DS munitions downloaded due to aircraft maintenance.

2.11.25.2. (Added) Accountability procedures for pre-positioned DS munitions and assets on custody accounts.

2.11.25.3. (Added) Entry control procedures for gaining access to maintenance and storage locations.

2.11.25.4. (Added) Courtesy Storage arrangements and procedures for pre-positioned and in transit, DS munitions.

2.11.25.5. (Added) Equipment/vehicles and tech-data support.

2.11.25.6. (Added) Support when additional forces are deployed and/or ops tempo increases.

**3.3. McChord and MacDill AFBs will maintain an equipment maintenance capability to support MMHE assigned to their location.**

3.4.9. (Added) Due to service life expiration on chaff/flares and impulse cartridges, units will not build-up more than 10% of their WRM allocation. If operational planning dictates more, submit a waiver request (IAW par 1.1.2) signed out by the OG/CC to HQ AMC/LGMJM.

3.4.10. (Added) Element is responsible for tracking date built, service life expiration, lot numbers and condition code for all operationally configured assets.

4.1.5. Updates Munitions Control element of CIIC status of all storage structures within the MSA weekly or as changes occurs.

4.1.10.3. Conduct checks annually and document results. Include visual checks for signs of erosion during regular building inspections. Depth checks will be made after a major storm where erosion may have occurred. Depth checks will be made in nine separate areas on top of the igloo and in any areas that appear to be low. The building custodian will maintain documentation. This information can be used to forecast funds for igloo repair.

4.1.12.11. (Added) Courtesy storage agreements will reference the requirements in AFMAN 91-201, paragraphs 2.12, 2.29 and 2.30.

4.1.13.2.8. Annotate the 20 percent and 10 percent verifications on the AF Forms 4147.

4.2.1.1.3. Accomplish annual re-certification and evaluation in accordance with Tech Order 11A-1-10. Annual re-certification will consist of the following minimum items:

4.2.1.1.3.1. (Added) A comprehensive review of training documentation in the individuals AF Form 623.

4.2.1.1.3.2. (Added) A policies and procedures interview designed to place emphasis on current special interest issues concerning the munitions inspection process or issues the senior munitions inspector feels needs to be addressed.

4.2.1.1.3.3. (Added) A physical review of individual qualifications will be accomplished by conducting a quality verification inspection (QVI) on a sampling of inspections completed by that inspector.

4.2.2.5. Send requests to HQ AMC/LGMJM. Requests must comply with the requirements outlined in paragraph 1.1.2. Include a full justification of why individuals that do not meet requirements must be selected as a munitions inspector and should include name, rank, SSAN (marked FOUO), experience level, and previous inspection courses attended.

4.2.3. Notify the MASO first verbally, then follow-up in writing with a letter within 24 hours. Units will establish an account with the Hill Ammo Web page and sign up for the automated Tech Order 11A-1-1 Safety SUP email notification.

4.2.4. When expenditure rates do not permit consumption within 24 months of shelf life expiration, report assets to the MASO for disposition through HQ AMC/LGMJM via email.

4.2.6. Maintain AFTO Form 102s IAW T.O. 11A-1-10, Chapter 6.

4.2.14. (Added) All munitions turn-ins will be processed within 5 duty days of in-check.

4.3.3.1. (Added) The MacDill AFB MASO is responsible for coordinating and submitting annual munitions forecasts for Headquarters Central Command, Headquarters Southern Command, and Joint Communications Support Element.

4.3.3.2. (Added) The Andrews AFB MASO is responsible for coordinating and submitting annual munitions forecasts for HQ USAF (Bolling).

4.3.3.3. (Added) The Scott AFB MASO is responsible for coordinating and submitting annual munitions forecasts for National Imagery Mapping Agency, Saint Louis MO.

4.3.8. Notify customers first verbally, then follow-up in writing with a letter to the applicable commander within 24 hours. Document the notification, include individual notified, date and time, and post it in Tab 8 (miscellaneous) in the customer folder. Monitor status of each item affected until all actions are completed. Mission impacts and shortfalls should be up channeled to HQ AMC/LGMJM.

4.3.14. Units will develop a wing operating instruction IAW paragraph 2.10.8. and 12.5.3.

**5.1. When a flight does not have a Munitions Control Element, the Munitions Flight Chief will delegate these responsibilities in writing to another element under the Systems Section.**

5.1.10.1. Separate the deferred discrepancy file into work orders awaiting maintenance (AWM) and awaiting parts (AWP). Include properly filled out work orders. Include National Stock Number (NSN), lot number, quantity, location, supply document number and discrepancy or work to be accomplished and other pertinent information.

5.1.11. Units will use a weekly munitions maintenance and inspection schedule and a quarterly maintenance and inspection forecast.

5.1.11.2. Maintain records of fire drills for one year.

5.1.13.1. Validate structure risk categories/CIIC weekly with Security Forces.

5.1.13.2. Reconcile fire/hazard symbols weekly with the Fire Department.

5.1.19.2.2. Do not replace high security locks for only having two keys per lock if missing key is accounted for and not the control key. Two keys are sufficient for storage of conventional munitions. If the manufactures S/N is known, contact the vendor for a replacement key.

**5.3. Most AMC munitions flights do not have sufficient manning to support a separate function to support these requirements.** For these units, the Systems Section chief maintains the responsibility for meeting the intent of all combat plans, mobility, and training requirements. If delegated, the individual must be the minimum of an E-5.

**7.3. Assets issued to custody accounts will have the condition codes updated in CAS when service-life starts (i.e., assets are built-up) or when assets are within 24 months of shelf-life expiration.**

7.3.2.1. (Added) Built-up countermeasures will have the service life expiration date marked on each individual flare/chaff cartridge with a permanent marker, as applicable. This date will reflect the expiration date of the earliest component.

7.3.2.2. (Added) The earliest expiration date will be annotated on each DD Form 1574/1574-1 serviceability tag for the assets inside and a tag will be attached to each M-548 container.

**7.4. Charleston, Dover, McGuire, Travis and McChord AFB munitions flights may be tasked to receive Intermodal Containers from OCONUS commands and distribute the contents to other AMC SRANs.**

7.4.9. (Added) Units will coordinate with local traffic management office to ensure the capability to handle these containers or identify a source for local contracting equipment.

7.4.10. (Added) Units will ensure the wing maintains a sited location with sufficient NEW to store the container pending offload and shipment of the explosives.

7.4.11. (Added) Units will schedule shipment of all RDO packages received in the container within 30 days.

7.4.12. (Added) Units will report empty containers to HQ AMC/LGMJM for disposition shipping instructions.

7.5.1. Written instructions will be coordinated with Wing Safety.

**9.1. AMC contingency tasked units will perform Part one and Part two BSP planning for home station as well as dedicated en route locations IAW with this AFI and AFI 10-404, BASE SUPPORT AND EXPEDITIONARY SITE PLANNING, Chapter 25.**

9.3.1. AMC munitions personnel assigned to theater AMOGs may conduct site surveys for AMC en routes and will coordinate with host base munitions flights and MAJCOM munitions staffs for day-to-day and contingency support of AMC aircraft. CONUS units will coordinate with AMC theater munitions sections concerning specific planning factors. These factors include, but are not limited to Host MAJCOM requirements, limiting factors, specific base procedures and AMOG munitions requirements. Due to the number of potential locations AMC AMMO could deploy, each AMC unit with contingency tasked UTCs assigned, will develop plans to encompass those actions required to deploy and general procedures to be followed for any scenario/location.

9.4.1. AMC deploying units must perform Part One planning for home station activity as well as the previously discussed en route locations. Home station capabilities may be maintained with associate unit personnel or augmentation forces from other AMC units who will need access to this planning data.

9.4.1.8. Each unit with contingency UTCs assigned will provide HQ AMC/LGMJM with a Secure Internet Protocol Router Network (SIPERNET) address and number for a STU Line to facilitate communicating classified planning information.

9.4.1.12. (Added) AMC strategic lift units will develop activity plans for home station and deployed locations. Associate members or augmentation forces will need this guidance to program manning and priorities at home station.

9.4.1.13. (Added) Associate unit Air Reserve Technicians will also use this information to develop training plans for associate unit members.

**10.1. Submit reports electronically as directed by HQ AMC/LGMJM.**

10.1.1. This will be an alpha roster of all munitions personnel and will contain projected gains/losses with effective date, and duty assignment information.

10.1.6. Part VI – Missile Data is not required.

10.1.8. Part VIII – Intermodal Container status is not required.

**11.1. Submit reports electronically and as directed by HQ AMC/LGMJM. Submit report at the same time as the 9901 Capability Report.**

12.2.2. Type or clearly print the following statement on the certificate of transfer: “(APPOINTED MASO’s Full Name and Rank) is appointed as the Munitions Accountable Systems Officer (MASO) for the above munitions account and (meets/does not meet) all the requirements of AFI 23-111. He/she fully understands their responsibility as the accountable individual who is hereby designated and imposed by public law, lawful order or regulation with the duty, to maintain accurate records of property or documents IAW AFI 23-111 and AFI 21-201. For individuals not meeting the minimum requirements for MASO appointment IAW AFI 23-111, the MAJCOM approved wavier is attached.”

12.2.3.1. The appointing official will submit all MASO waiver requests to HQ AMC/LGMJM. The wavier request must contain significant justification for not completing the inventory.

12.2.5. MASO appointment packages will be maintained IAW AFMAN 37-139.

12.5.1. Contracted munitions activities are not normally within the MASO’s supervisory control. The MASO must be actively involved with munitions activity contractors to ensure accountability and serviceability of the munitions stockpile.

12.5.1.2. (Added) . Maintain delegation of authority letter in the document control files. Review and update annually or whenever changes occur.

12.5.6.2. Wing commander or equivalent will determine the Office of Primary Responsibility (OPR) for these accounts. The munitions flight will not be the custodian for these accounts. The assigned OPR will be responsible for forecasting and accounting for the ammunition. Issued assets will be hand receipted from the custody account custodian to the applicable general officer using AF Form 1297, **Temporary Issue Receipt**.

14.1.1. The allocation represents an approved authorization for upcoming fiscal year requirements. HQ AMC/LGMJM will provide functional managers a copy of their allocation for review after release and receipt of Detailed Logistics Allocations Report (DLAR). After reviewing, adjusting, and certifying the report, the functional managers must return it to HQ AMC/LGMJM for release to base level.



14.1.2. Units load allocations in CAS no earlier than 1 Oct and no later than 10 Oct. After levels are loaded, units request a Level Reconciliation Listing, ISC12A in CAS for the MASO review. The MASO will sign and retain the listing for 1 year.

14.1.5.1. Submit requests only for items previously forecasted for, but not 100 percent allocated, or not previously forecasted for and an out-of-cycle request (OOCR) request is pending. This does not apply to Cat "D" assets. The MASO must ensure organizations have a valid requirement prior to approval. The request will be signed by the unit squadron commander and submitted to the MASO.

14.1.5.1.1. (Added) . Establish clear understanding with the custodian that these assets may remain on custody account until needed to support approved allocations or directed for shipment by MAJCOM. The requirements in [14.1.5.1](#) also apply to AFRC.

14.1.5.4. In addition, the MASO will schedule all custody accounts to turn in expendable assets without an approved allocation prior to the new fiscal year. The MASO will ensure all accounts submit expenditure documents prior to the new fiscal year to prevent inadvertent expenditures.

14.2.2. Units will submit OOCR and ATR to HQ AMC/LGMJM and the MAJCOM MUFG in an email or message with the applicable group coordination.

14.2.2.1.1. The unit requesting the allocation transfer will provide the following information to the supporting unit MASO, NLT 180 days for OCONUS or 120 days for CONUS, prior to the exercise start date.

14.2.2.1.1.1. (Added) Upon receipt of an allocation transfer, the supporting unit (gaining) MASO will conduct an asset posture analysis and determine if the transfer is supportable with existing assets on station. When the transfer is supportable, no requisition action is necessary. Within 5 duty days, the supporting unit MASO will provide written notification by email or fax to the deploying unit's MASO that all assets on the allocation transfer are available. When the transfer is not supportable or partially supportable, the supporting unit MASO will requisition the necessary quantities of munitions to satisfy the allocation transfer requirements. Within 5 duty days, the supporting unit MASO will provide the following information by email or fax to the deploying unit's MASO: MNSN/Complete Round Code, Quantity transferred, Quantity supportable, Quantity not supportable, and Comments. When using a CRC, include the MNSN of the item requisitioned. HQ AMC/LGMJM will be courtesy copied on all correspondence.

14.2.2.1.1.2. (Added) The deploying unit's MASO has requisition or shipment responsibility for all transferred allocations when the time requirement in AFI 21-201, para. 14.3.1. is not met. Upon receipt of an allocation transfer, the supporting unit MASO will conduct an asset posture analysis. When the transfer is supportable, the supporting unit MASO will provide written notification by email or fax to the deploying unit's MASO that all assets on the allocation transfer are available. When the transfer is not supportable or partially supportable, the supporting unit MASO will provide supportability information outlined in paragraph 14.3.2.2.1. to the deploying unit's MASO. When using a CRC, identify the non-supportable item by MNSN and quantity in the comment field. The deploying unit's MASO must take action to either requisition or ship the non-supportable assets to the supporting unit MASO. When taking requisition action, ensure the proper "ship to" SRAN is used. HQ AMC/LGMJM will be courtesy copied on all correspondence.

16.1.2.11. (Added) . Condition Code Changes.

16.1.2.12. (Added) . Lot Number Changes.

16.1.3. Lot number and condition code changes create an auditable transaction history. These documents will be signed by authorized personnel and filed in permanent document control files.

16.1.5. Designate the document control file as a limited access area. This file will be clearly identified by placards. Access is normally limited to personnel responsible for document control. Maintain access letter in the Document Control files. Review and update annually or whenever changes occur. Files will be locked when designated individuals are not in the immediate area.

16.3.1. **EXCEPTION** : A suspense “hard copy” of all non-reproducible (ie., Inventory Adjustment Document, IS429B) will be maintained in file until the original completed document is returned to Munitions Operations.

16.4.1.1. Lot number and condition code changes will be returned to Document Control within 10 work-days.

16.5.1. Maintain the appointment letter in the document control files. Review and update annually or when changes occur. Individuals appointed to perform quality control edits on documents must be signed off in training records. Stamp all permanently filed source documents with a quality control stamp.

16.5.2.1. Items that are controlled by serial numbers will have the serial numbers annotated on the documents or a listing of serial numbers attached to the document.

16.5.2.2. File documents in ascending order. The oldest documents filed up-front with the newest document filed behind.

16.5.2.3. (Added) Inventory adjustment documents will be filed in document control along with all other accountable documents. Supporting documentation will be filed together with inventory adjustment source document, IS429B.

16.5.2.4. (Added) Completed ADRs will be filed in document control.

16.5.2.5. (Added) Annotate the CAS-B transaction number from the Transaction History Report (IS903A) or Transaction History Inquiry (IS908A) on each document.

16.6.5. Maintain all required correspondence/letters in accordance with AFMAN 37-139 or for a minimum of 2 years (1 year active and 1 inactive) whichever is greater. Review and update at least annually or whenever changes occur.

16.8.1. A MFR will be utilized for all PTO transactions and will be attached to the applicable documents. Cross-reference the paperwork only transaction turn-in document with the shipment document removing the assets from record. If assets are in support of a deployment, annotate the deployment name/number.

16.8.1.1. (Added) Paperwork transactions are authorized to transfer category codes within the same custody account. Inspector signature is not required.

16.9. (Added) Reports and Listings:

16.9.1. (Added) The following reports and registers will be maintained in the document control section.

16.9.1.1. (Added) IS903A Daily Transaction History Report; maintain on file until superseded by the Weekly Transaction History Report.

16.9.1.2. (Added) IS903A Weekly Transaction History Report; maintain on file until superseded by the Monthly Transaction History Report.

16.9.1.3. (Added) IS903A Monthly Transaction History Report, maintain on file for 2 fiscal years.

16.9.1.4. (Added) ISB14A Base Information Report; maintain on file until superseded.

- 16.9.1.5. (Added) IS503A Organization Listing
- 16.9.1.6. (Added) IS573A Asset Balance – Periodic Inspection Report; replace weekly
- 16.9.1.7. (Added) IS567A Storage Location Report; replace weekly
- 16.9.1.8. (Added) IS501A Asset Balance Report; replace monthly
- 16.9.1.9. (Added) ISC12A Asset Level Reconciliation Listing; replace monthly
- 16.9.1.10. (Added) IS721A Expenditure Report; replace monthly
- 16.9.1.11. (Added) IS507A Custody Account Listing (complete); replace weekly
- 16.9.1.12. (Added) IS509A Asset Posture Report; replace monthly.
- 17.1.4. (Added) Provides the commander, custodians and certifiers a briefing on their responsibilities.
- 17.2.1.1.1. This option does not apply to AMC controlled SRANs
- 18.1.1. Units will notify HQ AMC/LGMJM when their CAS system is down and provide an estimated time CAS will be back on-line.
- 18.3.2. Include all reports listed in paragraph **16.9.1. (Added)**
- 19.2.1.1. If MASO requisitions QUP or QSC and the quantities exceed the unit allocation, include the actual required quantity in the comment section. This will facilitate sourcing if the assets are available in command.
- 19.2.3.1. Do not add or change the “FYXX rqmt” input. Use of additional comments in the “Comment” field is not visible during processing.
- 19.2.4.1. Send MILSTRIP requisitions via e-mail or message.
- 19.3. The requisition Status Report, ISI05A, will be reviewed and signed by the MASO weekly to ensure stagnant in-transit details are cleared within the CAS-B system.**
- 19.3.2. Units are responsible for aggressive follow-up on all munitions requisitions submitted by the unit or as part of the command call forward by HQ AMC/LGMJM. Once a requisition has been forwarded to the appropriate ALC, work with customer service to verify status. The MASO will establish an account with the Air to Surface Munitions Directorate (<https://ammo.hill.af.mil/wm>) to check on the status of requisitions that were forwarded to the ALC. If status received is unacceptable and all other initiatives fail, initiate a follow-up message in Military Standard Requisitioning and Issue Procedures (MILSTRIP) format to the source of supply. Include specific mission impact and info HQ AMC/LGMJM. If status received is still unacceptable, submit a message to HQ AMC/LGMJM requesting assistance and reference all message/follow-up action(s). Fully explain mission impact in your message.
- 20.2.1.3. The Report Number, block 2, will consist of the reporting unit’s SRAN/DoDAAC, Julian date and daily sequence number (i.e., FVXXXX0234-001).
- 21.2.7. (Added) Inventory documentation, to include count sheets, will have applicable signatures and will be maintained IAW AFMAN 37-139.
- 21.3.1.1. AMC units will perform semi-annual inventories. Perpetual inventories are not authorized.
- 21.3.1.3. Units must identify items affected, location, and inventory dates to HQ AMC/LGMJM.

21.3.4.1. Appointing official submits waiver to HQ AMC/LGMJM with specific justification (i.e., severe illness or death) for not conducting the inventory. Normally, waivers will not be approved for this inventory.

21.3.9. Maintain inventory results letter with the inventory package (i.e. count sheets, supporting documentation, etc) for a period of 1 year.

21.4.1. The MASO will inventory high-use active (the Security Forces, Rescue, Air Crew Training, EOD and CATM) custody accounts on a semi-annual basis. The MASO will determine if other account fall under this criteria based on account history.

21.4.1.2. This requirement includes the semi-annual inventory identified in [21.4.1.](#) above. The MASO will not delegate this requirement.

22.3.1. For ease of inspection and continuity within the program, maintain custody account jacket files in the following TAB format:

22.3.1.1. TAB 1

22.3.1.2. TAB 2

22.3.1.3. TAB 3 - Include copies of the AFTO form 223, if applicable.

22.3.1.4. TAB 4

22.3.1.5. TAB 5

22.3.1.6. TAB 6

22.3.1.7. TAB 7

22.3.1.8. TAB 8 – Include copies of restricted/suspended munitions notifications and any other documentation deemed necessary by the MASO.

23.6.1. All issue requests will be presented to the MASO 10 duty days prior to the assets being needed, enabling munitions managers to effectively schedule workloads. Issue requests submitted less than 10 duty days, may be accepted or denied at the discretion of the MASO. Emergency issue procedures in paragraph 23.4. will be followed for assets needed within 12 hours.

24.1.3. (Added) Custody accounts will submit expenditures NLT the last workday of the fiscal year. Custodians will allow enough time for Operations personnel to process transactions in CAS within the current fiscal year to ensure the expenditures are deducted from the current year allocations.

25.6.1. Units will not receipt items turned in as found on base (FOB) that are non-USAF procured unless no other safe, explosive sited facilities, are available.

25.6.3.4. (Added) MASO will not establish accountability for non-stock listed items for which base officials have assumed responsibly IE amnesty boxes. These items may be courtesy stored for EOD, Security Forces, etc. but they will not be added to the FV account. Courtesy storage agreements will be used to outline specific responsibilities.

25.6.4. (Added) Prior to placing non-DoD explosives in the MSA the procedures in AFMAN 91-201 Chapter 1 must be adhered to.

25.7. Process munitions turn-ins within five duty days of in-check.

26.9.1.1.2.1. (Added) CAS-B units use the following procedures to prevent the accumulation of net explosive weight on structure records after disposal of munitions.

26.9.1.1.2.2. (Added) Process a consumption issue to org/shop code R920RW for explosive assets approved for local disposal. Load org/shop 920RW with applicable information for your local EOD.

26.9.1.1.2.3. (Added) Enter an asterisk in the “category code” field to create an expenditure record. This action will not modify the asset level record or report expenditure data to CAS-A/C.

26.9.1.1.2.4. (Added) Use the approved ADR as authorization to process the issue document instead of AF Form 2005. Attach a copy of the approved ADR to the CAS-B issue document and annotate the ADR file copy with the issue document number.

26.9.1.1.2.5. (Added) Enter the following statement on the issue document: “Disposal has been accomplished. There is no residual material which has been downgraded to waste.” The disposal and witnessing officials will sign, print and date below this statement and above the statement “Disposal Official” or “Witnessing Official.”

27.1.1. Units will not process shipments without approval from HQ AMC/LGMJM. Shipments to support unit deployments (contingencies or exercises) and shipments directed under ADR actions are exempt from this requirement.

27.1.4. Forward the information on any shipment that will not meet the RDD to HQ AMC/LGMJM, through email. Include the reasons for the delay and the projected shipping date. Also inform the gaining unit of the delay and the projected shipping date.

27.2.7.2. Documentation of this reconciliation is required.

27.2.7.3. Failure to assign the appropriate project code could result in shipping fees becoming the responsibility of the shipping activity.

31.1.2. (Added) MASO’s will forward copies of AFTO 223 and AF Form 1996’s to HQ AMC/LGMJM when the requesting unit has compiled its new calendar year forecast, or when revalidating or re-accomplishing forecast forms.

31.2.2. At least quarterly, the MASO/Designated Representative will meet with the Plans and Scheduling Representative(s) prior to submitting time-change issue requests to ensure requested quantities do not exceed the annual forecast. When quarterly forecasted quantities exceed the annual forecast, the user will submit a supplemental forecast with justification, requester’s commander signature, and route through the Logistics Group commander for approval. Upon validation of the requirement(s), the MASO accepts time-change issue requests and takes requisition action between 45 and 60 days before the next calendar year quarter.

33.1.2. Due to service life expiration on chaff/flares and impulse cartridges, units will not build-up more than 10% of their WRM allocation. If operational planning dictates more, submit a waiver request (IAW par 1.1.2) signed out by the OG/CC to HQ AMC/LGMJM.

34.2.3. This applies to those units who have only a CAT-B mobility requirement not identified in 34.2.2. above. The munitions flight will not be custodians for any consolidated base mobility accounts.

36.1.1. Units with existing Static Display Munitions (SDM) that are not on record and were not approved by OO-ALC will initiate a local (off line) ADR with all the known historical information and appropriate statements and forward to HQ AMC/LGMJM for approval consideration. If approved, HQ AMC/

LGMJM will forward to OO-ALC for approval consideration. Units with existing SDMs that are still on record and not approved by OO-ALC will submit appropriate ADRs as required in this chapter.

36.3.1.1. Owning organizations will annually inspect and perform maintenance on all SDM. This inspection/maintenance will be documented on a locally developed general-purpose form. This form will be maintained with the copy of the ADR that authorizes the use of the SDM.

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